VMRII - VRO GUIDELINE
1099 – CORRECTING REPORTABLE PAYMENTS
ON A NON REPORTABLE LOCATION

Checklist Reference –*Correcting Reportable Payments on a Non Reportable Location.*

I made a payment on a location that has no 1099 reporting and the payment SHOULD be reported. Can I add reporting to that location?

The answer depends upon the location -- certain locations were set up specifically as non-reporting. The locations that are not be changed to withholding/reporting are:

- Locations that are clearly marked either in the Location Description or in the comments as a **non reportable** location.
- Main locations unless they are the only location set up.
- VR- VR USE ONLY Locations
- BID/BIDS – SPO USE ONLY Locations
- 1099G and 1099S Locations
- Locations called "GRANT", "LOAN", or "FOOD."
- Any location that has 'NON-REPORTABLE' in the location description.
- Any location that references 'COMMODITIES' in the location description.
- Any location that references 'CDBG' in the location title

1.   If a payment was made on one of the locations titled above, the first step is to find the correct location that should have been used. If there is no existing location with 1099 reporting, a new location should be set up. A manual withholding adjustment would then need to be entered, where the VMR enters the dollar amount and date the voucher was paid on the reportable location in the 'Withholding Adjustment' portion of the 1099 processes. The VMR does not have to worry about correcting withholding on the original location used, since there was no reporting recorded.

2.   Watch the inquiry 'Vendor Balances by Class' and the '1099 to send detail' report to guarantee the change will appear on the 1099.

Any problems with this should be submitted on a remedy ticket.

*Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office **will** research the information, take the appropriate action and respond to your inquiry in a timely manner.*